



November 1, 2005

INFORMATION REQUEST OR TRANSMITTAL NO. 05-03 Rev A

TO: Division Chief, Acquisition Management I Division
Division Chief, Acquisition Management II Division
Division Chief, Acquisition Management III Division
Division Chief, Administrative Services Division
Division Chief, Customer Relations Division
Division Chief, Acquisition and Property Management Division

FROM: David Sutfin
Assistant Director, NBC/GovWorks Acquisition Directorate

SUBJECT: Proper "document type" for a Sole Source FedBizOpps Announcement

PURPOSE: Clarification on the proper "document type" for a sole source FedBizOpps announcement.

EFFECTIVE DATE:

Effective upon issuance and will remain in effect until canceled, amended or otherwise superseded.

SCOPE: This transmittal applies to all NBC/GovWorks acquisition personnel.

BACKGROUND/DISCUSSION:

The IFF Policy Branch received a request for clarification on what the proper "document type" for a sole source FedBizOpps announcement would be; either "pre-solicitation notice" or "special notice"? Based on research FedBizOpps provides the following definitions for each of these notices.

- The "Special Notice" is used for the announcement of procurement matters such as business fairs, long-range procurement estimates, pre-bid/pre-proposal conferences, meetings, and the availability of draft solicitations or draft specifications for review.
- The "Pre-solicitation Notice" is used for the publication of notices for proposed acquisitions. FAR, Section 5.2 requires the submission of this document prior to the publication of any further actions.

Therefore, based on the above, the proper "document type" for a sole source FedBizOpps announcement is a "Pre-solicitation Notice".

QUESTIONS OR CONCERNS REGARDING THE IRT:

The point of contact for this IRT is Chief, Policy Division (703) 787-1537.